



DOCR – Work Rule Transfer - Java

This Job Aid outlines the **Work Rule Transfer** process to change an employee's paid meal break to an unpaid meal break for specific hours, so that employees are paid accurately.

DOCR employees unable to leave the work site are assigned a pay rule for a paid meal break, as part of their standard workday.

In specific working scenarios, employees may be detailed to assignments, or working in another capacity, where they are able to leave the work site, and therefore would not be entitled to the paid meal break for their worked shift.

A **Work Rule Transfer** allows a manager to adjust how the employee is paid for a specific shift that is different than their normal assignment.

Note 1 - Typically for a shift with an un-paid meal break, we only record the actual hours worked (i.e, the 8-hour shift). However, with a Work Rule Transfer, the un-paid 30-minute meal break is subtracted in the calculation, so the entire shift duration (8.5-hours) must be recorded.





In order for the system to process the hours as an unpaid meal break, we must first delete the hours for the day.

1. Select the cell, with hours worked and delete the hours.
2. Click save.

3. Add a new row with the pay code Hours Worked to capture the shift as an unpaid meal break.
4. Enter the total duration of hours for the shift.
(06:30AM – 3:00PM = 8.5 hours) [See Note 1, Page 1.](#)
5. Select the **Transfer** dropdown menu –
This will open a new pop-up window.





DOCR – Work Rule Transfer

Transfer Pop-Up Window

Work Rule	Job Title	Rank
NE	Correctional Officers Resident Supervisor I, II Dietary Officers	Private, PFC, Sergeant, Corporal,
G1	Shift Commander Dietary Supervisor	Lieutenant
G2	Team Leader	Captain

6. Select the **Work Rule** drop down menu selector.
7. Select the **Work Rule** associated with the employees default Pay Rule (**Note** : If the employee is certified for Multilingual, select the appropriate ML – B work rule.)
8. Click **OK** to apply.





DOCR – Work Rule Transfer

The Timecard view should look like this once we return from the **Transfer** pop-up window.

MC time B166 Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING SCHEDULING

Timecard | Schedule | People | Reports

TIMECARD

Last Saved: 1:55PM Name & ID: Smith, John 999999999 Time Period: Current Pay Period

9 Save

Week starting: Sun 3/14

Pay Code	Transfer	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total
Hours Worked			8.5		8.5	8.5	8.5		
Hours Worked	:CORR Reg NE Unpaid Meal		8.5	8.5	8.5	8.5	8.5		

Week starting: Sun 3/21

Pay Code	Transfer	Sun 3/21	Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25	Fri 3/26	Sat 3/27	Total
Hours Worked			8.5	8.5	8.5	8.5	8.5		42.5

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Wages
COR 42-2696/COR 42-2697-2190/I-I-I-I4796/I-	OTL - DOCR - O...	4.5	
COR 42-2696/COR 42-2697-2190/I-I-I-I4796/I-	Regular	80.0	
COR 42-2696/COR 42-2697-2190/I-I-I-I4796/I-	Total Hrs Towar...	80.0	

Date	Start Time	End Time	Pay Code	Amount
Sun 3/14				
Mon 3/15	6:30AM	3:00PM		
Tue 3/16	6:30AM	3:00PM		
Wed 3/17	6:30AM	3:00PM		
Thu 3/18	6:30AM	3:00PM		
Fri 3/19	6:30AM	3:00PM		
Sat 3/20				
Sun 3/21				
Mon 3/22	6:30AM	3:00PM		
Tue 3/23	6:30AM	3:00PM		
Wed 3/24	6:30AM	3:00PM		

9. Click **Save**.

Note: Please review the totals for pay period and daily totals for validation that the rule is applied as expected.





DOCR – Work Rule Transfer

Pay Rule Determination

1. From the **MY GENIES** menu, select the Pay Rule Assignment Genie.
2. Find the Employee utilizing a **Hyperfind Query** like **___All Home** and note the Pay Rule for that employee.

The screenshot shows the MY GENIES menu with a list of options. The option 'Pay Rule Assignment' is highlighted with a green box. A red box with the number '1' is placed over the MY GENIES menu header.

FT	Total Reg Hours	Total Leave Hours	Total Hours toward Schedule	Expected Hrs per Pay Period	Total OT Hours	Employee Approval	Manager Approval
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The screenshot shows the PAY RULE ASSIGNMENT screen. The 'Pay Rule' column in the table is highlighted with a green box. The table lists employees and their assigned pay rules.

Employee Name	Emp ID	Pay Rule	Dept Division	Section Subsection	R T Seas	FT PT	FLSA-Grade	Job Class	ML	Job Title	Schedule Group	Hire Date
Smith, John	999999999	CORR Reg NE Paid Meal	COR 42 DS ...	COR 42 DS MCD...							DOCR OFFCR - SHIFT 2, COR 7	2/27/2000





DOCR – Work Rule Transfer

Validate the Daily calculation of hours

TIMECARD
Last Saved: 1:55PM
Name & ID: Smith, John 999999999
Time Period: Current Pay Period

Week starting: Sun 3/14

Pay Code	Transfer	Sun 3/14	Mon 3/15	Tue 3/16	Wed 3/17	Thu 3/18	Fri 3/19	Sat 3/20	Total
Hours Worked			8.5	8.5	8.5	8.5	8.5		
Hours Worked	:CORR Reg NE Unpaid Meal		8.5	8.5	8.5	8.5	8.5		

Week starting: Sun 3/21

Pay Code	Transfer	Sun 3/21	Mon 3/22	Tue 3/23	Wed 3/24	Thu 3/25	Fri 3/26	Sat 3/27	Total
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TOTALS & SCHEDULE ACCRUALS AUDITS

Daily 1

Account	Pay Code	Amount	Wages
COR 42-2696/COR 42-2697-2190/-/-4796/-	Regular	8.0	
COR 42-2696/COR 42-2697-2190/-/-4796/-	Total Hrs Towar...	8.0	

Date	Start Time	End Time	Pay Code	Amount
Sun 3/14				
Mon 3/15	6:30AM	3:00PM		
Tue 3/16	6:30AM	3:00PM		
Wed 3/17	6:30AM	3:00PM		
Thu 3/18	6:30AM	3:00PM		
Fri 3/19	6:30AM	3:00PM		
Sat 3/20				
Sun 3/21				
Mon 3/22	6:30AM	3:00PM		
Tue 3/23	6:30AM	3:00PM		
Wed 3/24	6:30AM	3:00PM		

To review the total hours for the day:

1. Select the Daily option from the Totalizer dropdown menu.
2. Select a cell for the date.
3. Review the values in the Totalizer.
4. See Note 1, Page 1.

